University of Massachusetts at Boston

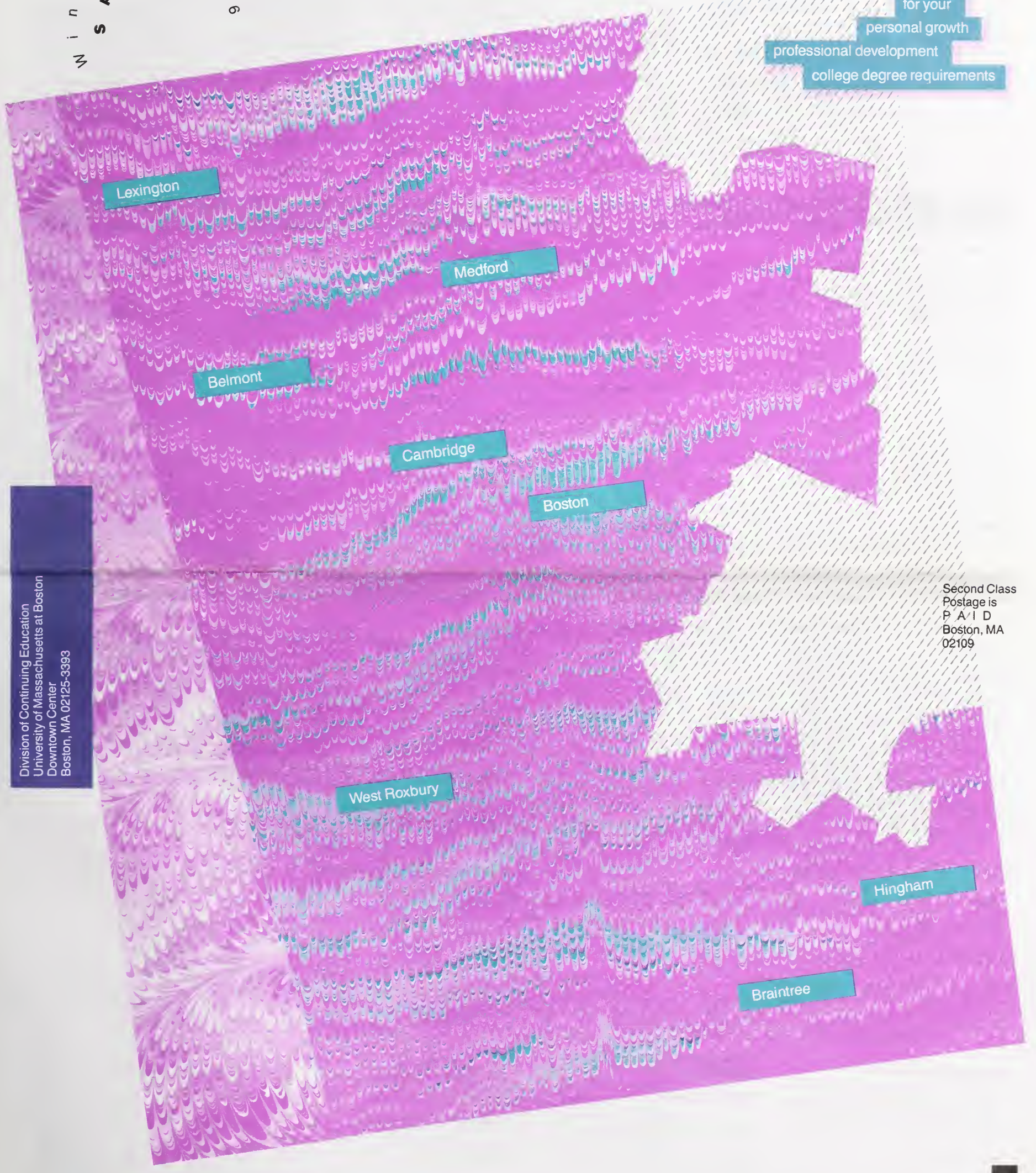
Continuing Education

Bulletin

Your public university offers courses
at convenient times and locations

for your
personal growth
professional development
college degree requirements

Winter '86
Spring '86



Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393

Second Class
Postage is
P A I D
Boston, MA
02109

See our expanded program of
special non-credit courses, after page 8 of this bulletin

For more information, call **9 5 6 - 1 0 0 0**

Issued: Fall, 1985

Continuing Education Winter/Spring 1986 — Where and When

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Non-credit Offerings—See special insert.

How to Register

For your convenience, registration for continuing education courses is conducted primarily by mail or telephone. To register for UMass/Boston credit courses by mail, use the form below. To register by telephone, you must charge fees to a MasterCard or VISA account. (The number to call is 929-7933.) To avoid paying a $20.00 late fee, you must register by January 17.

Walk-in registration at the Harbor Campus and at each off-campus location is also available.

Please be sure to see page 8 for additional information about registration and payment procedures.

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is January 17. If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Square), Boston
January 25,
10:00am–12:00 noon

Braintree High School
128 Town Road, Braintree
January 21 & 22, 6:00–8:00pm

Cambridge Hospital
1493 Cambridge Street, Cambridge
January 21, 4:00–7:00pm

Hingham High School
14 Main Street, Hingham (registration)
41 Pleasant Street, Hingham (classes)
January 23, 4:00–7:00pm

Lexington High School
251 Waltham Street, Lexington
January 22, 6:00–8:00pm

Medford High School
489 Winthrop Street, Medford
January 21 & 22, 6:00–8:00pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
January 21 & 23, 6:00–8:00pm

McLean Hospital
115 Mill Street, Belmont
(Please register by mail or phone only, using UMass/Boston address or number.)

Academic Calendar for Continuing Education Credit Courses

Location of Courses	Downtown Center, Cambridge Hospital, and McLean Hospital	Hingham	All Other Sites
Advance Registration Deadline	January 17	January 17	January 17
Late Registration*	Week of January 27	Week of January 27	January 27–30
Classes Begin	Week of January 27	Week of January 27	January 27
Add/Drop Deadline	February 1	January 30	January 30
Vacation	Week of March 24	Week of February 17 Week of April 21	Week of February 17 Week of April 21
Midsemester	March 21	March 14	March 21
Pass/Fail Deadline	March 21	March 13	March 20
Withdrawal Deadline	April 11	April 3	April 10
Classes End	Week of May 12	Week of April 28	Week of May 12
Final Exams	Week of May 19	Week of May 5	Week of May 19

* $20 late fee. On-site late registration occurs only on those dates and at those times when classes are scheduled.

Registration Form — Continuing Education — Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ — ___ — ___ UMass/Boston ID # (if any): ___

Name ___
Last First Middle Initial

Address ___
No Street City State Zip

Student Status

O Undergraduate O Graduate ___
Bachelor's Degree Received From

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex

O Male O Female

Residency Status

O In State O Out of State O Foreign

Veteran Status

O Veteran O Non-veteran

Daytime Phone: ( ) ___

Marital Status

O Married O Divorced
O Single O Widowed

Student Visa

O Yes O No

Date of Birth ___
Mo. Day Year

Current UMass/Boston student?

O Special O Matriculated ___
Major

Studying in UMass/Boston's RN Program?

O Special O Matriculated

Student at other college or university?

O Yes O No If Yes, where? ___

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=
					× $54.00 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston Division of Continuing Education will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard
O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date

Batch Bank No.

Course Fee

Undergraduate $54.00/credit

Please Note:

This form is to be used only when registering for credit courses. To register for non-credit courses, please use non-credit form.

Please calculate payment below.

Course and Lab Fees (total)

Total Service Fees $15.00

Subtotal

Late Fee (if applicable) $20.00

Total Payment Enclosed

When you use this form to register by mail, your cancelled checks will be your receipt

The University's Commitment to the Adult Learner

The Evening Program

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has a special commitment to adults who are beginning or returning to college. This special commitment to those beyond traditional "college age" who have daytime obligations and responsibilities at work and at home is demonstrated by the University's comprehensive evening program. This program invites busy adults to select from among numerous courses offered at convenient times and at places near where they live and work.

The evening program has two major components that complement each other. Together they permit adult learners maximum flexibility, whether their personal educational plans call for them to take courses simply for individual growth or professional improvement, or for the attainment of a degree as well.

One of these components is administered by UMass/Boston's Division of Continuing Education. Since the Division is self-supporting, the University is able to carry out its commitment to adult learners beyond the campus at no additional cost to the Commonwealth. The Division offers a variety of credit courses during the evening at a number of suburban locations. (The Division also offers credit courses on Saturday mornings at the University's Downtown Center in Park Square.) Continuing Education courses are particularly suited to the needs of adults who may wish to begin or return to a previously interrupted college educational experience. The convenient locations make it easier for adults to succeed in University courses while carrying on their work and home responsibilities.

The other major component of the University's comprehensive evening program is the Extended Day schedule, which extends the regular day program of credit courses at the Harbor Campus into the late afternoon and evening hours. Extended Day particularly serves the needs of persons who are seeking UMass/Boston degrees, although it also offers a wide range of courses useful for persons with other educational objectives.

Both Continuing Education and Extended Day courses are taught largely by the University's regular full-time faculty. The credits earned through Continuing Education or Extended Day courses are in no way different from the credits earned by a student attending classes during the day. And UMass/Boston students are free to combine day, evening, Saturday, and off-campus courses during any semester. *Students are reminded that a separate registration procedure exists for Continuing Education courses and that Continuing Education and Extended Day courses follow different academic calendars.*

Many older students take individual UMass/Boston courses or course sequences, on or off campus, as "Special," non-degree-seeking students. Such students are welcome at UMass/Boston. The University also encourages older students to apply for formal admission to degree programs. Persons who have been out of school for three years or more are not required to submit SAT scores when they apply, and in some cases students who have been out of school for ten years or more may submit personal statements in place of high school records. UMass/Boston also conducts "How to go to college if you're not a kid" seminars at which experienced counselors provide information and practical advice for adults who are interested in resuming their education. These seminars meet every Wednesday at the Downtown Center and will also take place at a number of off-campus locations. For further information about admission requirements for older students or about "Back-to-College" seminars, call UMass/Boston's Admissions Office at 929-8000.

The Division of Continuing Education

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center and during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses for those seeking state approval as vocational instructors and as vocational instructors of students with special needs, as well as courses leading to teacher certification in industrial arts.

The Division also conducts many non-credit courses, workshops, and programs both on and off campus. These offerings serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest. Non-credit offerings are described in a special supplement to this bulletin.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact the Director at 956-1000.

Further Information

For further information about evening off-campus or Saturday courses and about all non-credit offerings, please call the Division of Continuing Education at 956-1000.

For further information about evening courses at the Harbor Campus or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755. Information about Extended Day courses not offered at off-campus sites can be found in the course description section of this bulletin.

For general information about academic programs at UMass/Boston, please call the Office of New Student Information at 929-8600.

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned high school equivalency certificates are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

Register early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 8 for details.

The designation (N) following a course description indicates that the course is both of general interest to all students, and of particular interest to those wishing to apply for admission to UMass/Boston's School of Nursing. For further information, see the "Nursing" section of this bulletin.

Courses listed under the heading "Occupational Education" or "Industrial Arts" are open only to those persons seeking Massachusetts Department of Education approval or certification.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another and may proceed toward the degree at their own pace.

To serve potential as well as matriculated UMass/Boston students, both "Core" and "non-Core" courses are offered. Core courses, identified by the prefix "C," "D," or "E," in their course numbers, emphasize intensive work in all disciplines designed to help students develop and strengthen such abilities as expository writing, critical thinking, and mathematical reasoning. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements. General information about UMass/Boston degree programs is available from the New Student Information Office at 929-8600.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
86.043/12.85/30M

Courses Offered for Credit

Accounting and Finance

AF 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Hingham: Tu 6:00–9:00pm, 3 Credits, Sched No 279143
Medford: W 6:30–9:00pm, 3 Credits, Sched No 279181
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 279263
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 279225

AF 211
Managerial Accounting

Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF 210.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 279441
Hingham: W 6:00–9:00pm, 3 Credits, Sched No 279489
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 279561
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 279523

On-Campus Evening Courses in Accounting and Finance
UMass/Boston's Accounting and Finance department offers many evening courses at the Harbor Campus. Upper-level Accounting and Finance courses are open only to degree-seeking students in the College of Management. For more information, call the New Student Information Office at 929-8600.

American Studies

AmSt C206
The Sixties

The course will focus on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings will be drawn from the works of participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attacked them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films will be shown when appropriate.
Core Area: Historical and Cultural Studies

West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 279749

On-Campus Evening Courses in American Studies
The Eighties

Anthropology

Anth E103
Introduction to Cultural Anthropology

The study of recent and contemporary human societies in cross-cultural perspective. Through the use of ethnographic accounts, the course analyzes and compares variations in processes of cultural change, and in cultural adaptations. (N)
Note: Anth D102 is *not* a prerequisite to Anth E103.
Core Area: Social and Behavorial Sciences.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 279927

On-Campus Evening Courses in Anthropology
Culture and Human Behavior • Biosocial Bases of Human Behavior • Indians of North America • Nutrition, Growth and Behavior

Biology

Biol 108
Introduction to Nutrition

Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations and the global ecology of food production. No background in the natural sciences is required. (N)

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 280104
Lexington: W 6:30–9:00pm, 3 Credits, Sched No 280142
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 280180

On-Campus Evening Courses in Biology
General Biology I • Anatomy and Physiology II

Do you need extra help?

Small study groups are available at the Harbor Campus for all continuing education students enrolled in credit courses at both campus and off-campus sites. Call Mary Lang-Crumlin at 956-1000 for further information.

Chemistry

Chem D108
Introduction to Chemistry II

A brief survey of organic and biological chemistry. Topics include: structure, nomenclature, and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced. The structures and metabolism of important biochemical molecules are considered. (N)
Prerequisite: Chem D107.
Core Area: Natural Sciences.

West Roxbury: MW 6:00–9:00pm, 4 Credits, Sched No 280546

On-Campus Evening Courses in Chemistry
Chemical Principles II

Economics

Econ E101
Introductory Economics I

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment, and other topics. (May be taken after Econ E102.)
Core Area: Social and Behavioral Sciences.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 280724
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 280762

On-Campus Evening Courses in Economics
Introductory Economics II • Macroeconomic Theory • Statistics • Urban Economics • Money and Financial Institutions

English

Engl 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. (N)
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 281205

Engl 102
Freshman English II

Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (N)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

Braintree: MW 6:30–7:45pm, 3 Credits, Sched No 281387
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 281469
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 281421

Engl C210
Introduction to Creative Writing

An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing will be submitted weekly and discussed in class.
Prerequisite: Completion of freshman writing requirement.
Core Area: The Arts.

Hingham: M 6:00–9:00pm, 3 Credits, Sched No 280940
Lexington: M 6:30–9:00pm, 3 Credits, Sched No 280988
West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 281027

Engl 215
Intermediate Composition: Writing in the Business World

This course examines the elements and forms of good business writing, with particular reference to corporate practice. Designed for those with little or no formal training in writing beyond freshman composition, it covers the standard business forms (letter, memorandum, product description, sales proposal, and special report) and the elements of style (usage, syntax, sentence construction, and verbal economy). Consideration will be given to the styles appropriate for different business situations and the full range of devices available for persuasion.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 281647
Medford: Th 6:30–9:00pm, 3 Credits, Sched No 281685

On-Campus Evening Courses in English
Five Major British Writers • Nature of Literature: Poetry • Nature of Literature: Fiction • Introduction to Shakespeare • History of the English Language • The Adolescent in Literature • Literature and the Political Imagination • Dickens • The Modern Period

History

Hist E112
Modern Western Civilization

This course traces the major political, economic, and cultural changes which have shaped Western society from the enlightenment to the present. Special attention will be given to the critical analysis of primary source materials. (N)
Core Area: Historical and Cultural Studies.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 281863

On-Campus Evening Courses in History
Individual in History • Ideas and Morality in the West II • American History I • American History II • Roman History • Spain Since 1713 • Latin America since Independence • The United States in the 20th Century 1937–Present • Religious Revolutions • Genocide in History • Comparative Slavery

Management

MGT 130
Introduction to Business

Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 283027
Hingham: Tu 6:00–9:00pm, 3 Credits, Sched No 283065
Medford: M 6:30–9:00pm, 3 Credits, Sched No 283109
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 283185
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 283147

On-Campus Evening Courses in Management
UMass/Boston's College of Management offers many evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the College. For further information, call the New Student Information Office at 929-8600.

Mathematics and Computer Science

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to admission. Arrangements to take the test can be made through the Department of Mathematics and Computer Science (telephone 929-7960). The test may also be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule.

Math D110
Basic Algebra

For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math D110 if it is taken after successful completion of Math D124 or D130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

Hingham: W 6:00–9:20pm, 3 Credits, Sched No 282402
West Roxbury: M 6:20–9:10pm, 3 Credits, Sched No 282488
Downtown Center: S 8:25–11:15am, 3 Credits, Sched No 282440

Math D125
Introductory Statistics

For non-science and non-mathematics majors only. Topics include: introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math D125 if it is taken after successful completion of Math 345 or 645.
Not open to mathematics majors.
Prerequisite: Math Diagnostic Test.
Core Area: Mathematics and Computer Languages.

Braintree: Th 6:20–9:10pm, 3 Credits, Sched No 282666

Math D130
Precalculus

Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math D140 *without* taking this course.
Note: No student receives graduation credits for Math D130 if it is taken after successful completion of Math D140 or a higher math course. Students who have successfully completed Math D130 may not subsequently take Math D124 for credit. Students may take Math D130 after D124 only with explicit permission of the Math Department, and then only for two credits.
Prerequisite: Math Diagnostic Test only. Successful completion of Math D110 is not enough.
Core Area: Mathematics and Computer Languages.

Lexington: W 6:20–9:10pm, 3 Credits, Sched No 282844

On-Campus Evening Courses in Mathematics and Computer Science
Applied Algebra • Introduction to Computer Programming/Pascal • Intermediate Computing • Calculus I • Calculus II • Calculus III • Numerical Computing • Linear Algebra • Assembly Language Programming • Algorithms and Data Structures • Applied Ordinary Differential Equations • Applied Discrete Mathematics • The Structure of Higher Level Languages • Probability Theory • System Programming • Operating Systems • Mathematical Logic • Computer Graphics

Courses Offered for Credit (Continued)

Music

Music C110
Listening Experience
A study of the creative processes which shape the musical artwork, emphasizing a broad range of intensive, analytical listening experiences. (N)
Core Area: The Arts.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 283541

On-Campus Evening Courses in Music
Introduction to Music

Nursing

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science in Nursing (BSN) program is available through the off-campus and Saturday program. The designation "(N)" at the end of course descriptions in this bulletin indicates courses in this category. While such courses are open to all those who meet the prerequisites, formal admission to the School of Nursing must be sought by all those whose ultimate goal is to obtain a BSN degree. Please contact Dr. Segelman of the School of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resulting in the symptoms of disease. Topics include the various body systems, such as cardiovascular, renal, respiratory, and endocrine. (N)

Medford: Th 6:30–9:00pm, 3 Credits, Sched No 283729

Nurs 313
Clarification of the Social Self
In our busy social and work worlds we often find ourselves making decisions and dealing with people without taking the time to analyze our behavior. The forces that influence these activities will be studied through experiential exercises, readings, and discussion. Some areas to be explored are communication skills, ethical decision-making, and social identity. (N)

Cambridge: Tu 6:00–8:30pm, 3 Credits, Sched No 283907

Nurs 314
Pharmacology
The course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs not commonly used in clinical settings. (N)

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 284084

On-Campus Evening Courses in Nursing
UMass/Boston's School of Nursing offers several evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the School of Nursing. For further information, call the New Student Information Office at 929-8600.

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism. (N)
Core Area: Philosophical and Humanistic Studies.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 287729
Lexington: Tu 6:30–9:00pm, 3 Credits, Sched No 287685

On-Campus Evening Courses in Philosophy
Introduction to Philosophy • Individual and Community

Psychology

Psych E101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion. (N)
Core Area: Social and Behavioral Sciences.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 287907

Psych E200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Hingham: M 6:00–9:00pm, 3 Credits, Sched No 288084
Medford: W 6:30–9:00pm, 3 Credits, Sched No 288128

Psych E215
Psychopathology
Etiology, dynamics, and treatment of psychopathology.
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 288306

Psych E241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from birth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life? (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 288488

Psych E242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course will also focus upon major problems and characteristics of adolescents in modern society. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 288515

On-Campus Evening Courses in Psychology
Research Methods • Psychopharmacology

Sociology

Sociol E101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization; groups; institutions; social systems; social change. (N)
Core Area: Social and Behavioral Sciences.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 288844

Sociol C140
Life Cycle
This course focuses on youth, adulthood, and old age; it examines the way in which, during different stages of life, different kinds of relationships grow and decrease in importance. It considers the meaning of work at different stages and, in general, how individuals and groups cope with change. (N)
Core Area: Social and Behavioral Sciences.

Medford: Th 6:30–9:00pm, 3 Credits, Sched No 288666

Sociol E242
Sociology of the Family
A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle-class industrial society.
Prerequisite: Sociol E101.
Core Area: Social and Behavioral Sciences.

Lexington: Tu 6:30–9:00pm, 3 Credits, Sched No 289027

Sociol 342
Aging and Society
An examination of theories and research on aging and society. The course is organized in two sections. The first explores the general relationship of the aging process and the aged to the social, economic, and political systems in a youth-oriented and work-oriented society. The second draws upon cross-national and cross-cultural material. (N)
Prerequisite: Sociol E101.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 289205

Sociol 386
Sociology of Mental Health and Illness
The sociological study of mental disorder and well-being in American society. The course emphasizes the study of the prevalence and the incidence of disorder, and theories of its causation. Attention is also given to family and societal reactions to the impaired, and how these responses and definitions influence legal processes, treatment, and illness severity. Social policy is discussed. (N)
Prerequisite: Sociol E101.

McLean Hospital (Belmont): Tu 5:00–7:30pm, 3 Credits, Sched No 289387

On-Campus Evening Courses in Sociology
American Society • Youth and Society • Elements of Social Theory • Methods of Research • Juvenile Delinquency • Social Psychology of Sex Roles

Spanish

Span D105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which will focus on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Core Area: Foreign Languages.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 289452

On-Campus Evening Courses in Spanish
Elementary Spanish II

Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now? See page 8 for details.

Are you a registered nurse?

Many nurses take courses toward their BSN through the Off-Campus Program. For more information, call Mary Lang-Crumlin at 956-1000.

Schedule of Evening Classes Off-Campus

Please note: any on-site registration session cancelled due to bad weather will be rescheduled exactly one week later.

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

Braintree High School
128 Town Road
Braintree, MA

On-site registration: January 21 & 22, 6:00–8:00pm

AF 211 Managerial Accounting	M 6:30–9:00pm 3 Credits 279441
Anth E103 Introduction to Cultural Anthropology	W 6:30–9:00pm 3 Credits 279927
Biol 108 Introduction to Nutrition	M 6:30–9:00pm 3 Credits 280104
Econ E101 Introductory Economics I	Tu 6:30–9:00pm 3 Credits 280724
Engl 102 Freshman English II	MW 6:30–7:45pm 3 Credits 281387
Engl 215 Intermediate Composition: Writing in the Business World	M 6:30–9:00pm 3 Credits 281647
Hist E112 Modern Western Civilization	Tu 6:30–9:00pm 3 Credits 281863
MGT 130 Introduction to Business	W 6:30–9:00pm 3 Credits 283027
Math D125 Introductory Statistics	Th 6:20–9:10pm 3 Credits 282666
Phil C108 Moral and Social Problems	Tu 6:30–9:00pm 3 Credits 287729
Psych E215 Psychopathology	Th 6:30–9:00pm 3 Credits 288306
Sociol E101 Introduction to Sociology	M 6:30–9:00pm 3 Credits 288844
Span D105 Basic Spanish for Communication I	W 6:30–9:00pm 3 Credits 289452

Cambridge Hospital
1493 Cambridge Street
Cambridge, MA

On-site registration: January 21, 4:00–7:00pm

Nurs 313 Clarification of the Social Self	Tu 6:00–8:30pm 3 Credits 283907

Hingham High School
41 Pleasant Street
Hingham, MA

On-site registration: January 23, 4:00–7:00pm
(14 Main St., Hingham)

AF 210 Financial Accounting	Tu 6:00–9:00pm 3 Credits 279143
AF 211 Managerial Accounting	W 6:00–9:00pm 3 Credits 279489
Engl C210 Introduction to Creative Writing	M 6:00–9:00pm 3 Credits 280940
MGT 130 Introduction to Business	Tu 6:00–9:00pm 3 Credits 283065
Math D110 Basic Algebra	W 6:00–9:20pm 3 Credits 282402
Psych E200 Personality	M 6:00–9:00pm 3 Credits 288084

Lexington High School
251 Waltham Street
Lexington, MA

On-site registration: January 22, 6:00–8:00pm

Biol 108 Introduction to Nutrition	W 6:30–9:00pm 3 Credits 280142
Engl C210 Introduction to Creative Writing	M 6:30–9:00pm 3 Credits 280988
Math D130 Precalculus	W 6:20–9:10pm 3 Credits 282844
Phil C108 Moral and Social Problems	Th 6:30–9:00pm 3 Credits 287685
Sociol E242 Sociology of the Family	Tu 6:30–9:00pm 3 Credits 289027

McLean Hospital
115 Mill Street
Belmont, MA

(Please register by mail or phone only, using UMass/Boston address or number.)

Sociol 386 Sociology of Mental Health and Illness	Tu 5:00–7:30pm 3 Credits 289387

Medford High School
489 Winthrop Street
Medford, MA

On-site registration: January 21 & 22, 6:00–8:00pm

AF 210 Financial Accounting	W 6:30–9:00pm 3 Credits 279181
Engl 215 Intermediate Composition: Writing in the Business World	Th 6:30–9:00pm 3 Credits 281685
MGT 130 Introduction to Business	M 6:30–9:00pm 3 Credits 283109
Nurs 201 Pathophysiology	Th 6:30–9:00pm 3 Credits 283729
OccEd 201 Fundamentals of Occupational Education	Th 4:00–6:30pm 3 Credits 284382
OccEd 202 Management of the Vocational Education Environment	Th 6:30–9:00pm 3 Credits 284762
OccEd 203 Teaching Methods in Vocational Education I	W 7:30–10:00pm 3 Credits 285027
OccEd 204 Teaching Methods in Vocational Education II	W 5:00–7:30pm 3 Credits 285572
OccEd 205 Curriculum Development in Occupational Education	Tu 5:00–7:30pm 3 Credits 285945
Psych E200 Personality	W 6:30–9:00pm 3 Credits 288128
Sociol C140 Life Cycle	Th 6:30–9:00pm 3 Credits 288666

West Roxbury High School
1205 VFW Parkway
West Roxbury, MA

On-site registration: January 21 & 23, 6:00–8:00pm

AF 210 Financial Accounting	M 6:30–9:00pm 3 Credits 279263
AF 211 Managerial Accounting	Th 6:30–9:00pm 3 Credits 279561
AmSt C206 The Sixties	Th 6:30–9:00pm 3 Credits 279749
Biol 108 Introduction to Nutrition	Th 6:30–9:00pm 3 Credits 280180
Chem D108 Introduction to Chemistry II	MW 6:00–9:00pm 4 Credits 280546
Econ E101 Introductory Economics I	W 6:30–9:00pm 3 Credits 280762
Engl 102 Freshman English II	TuTh 6:30–7:45pm 3 Credits 281469
Engl C210 Introduction to Creative Writing	Tu 6:30–9:00pm 3 Credits 281027
MGT 130 Introduction to Business	Th 6:30–9:00pm 3 Credits 283185
Math D110 Basic Algebra	M 6:20–9:10pm 3 Credits 282488
Nurs 314 Pharmacology	M 6:30–9:00pm 3 Credits 284084
OccEd 201 Fundamentals of Occupational Education	Tu 5:00–7:30pm 3 Credits 284426
OccEd 202 Management of the Vocational Education Environment	Tu 7:30–10:00pm 3 Credits 284806
OccEd 203 Teaching Methods in Vocational Education I	M 5:00–7:30pm 3 Credits 285185
OccEd 204 Teaching Methods in Vocational Education II	W 5:00–7:30pm 3 Credits 285483
OccEd 205 Curriculum Development in Occupational Education	W 7:30–10:00pm 3 Credits 285863
OccEd 206 Supervised Internship	Th 5:00–7:30pm 3 Credits 286166
Psych E101 Introduction to Psychology	W 6:30–9:00pm 3 Credits 287907
Psych E242 Adolescence	Tu 6:30–9:00pm 3 Credits 288515

Saturday Classes in Downtown Boston

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Square)
Boston, MA

On-site registration: January 25, 10:00am–12:00 noon

AF 210 Financial Accounting	S 8:30–11:00am 3 Credits 279225
AF 211 Managerial Accounting	S 11:15am–1:45pm 3 Credits 279523
Engl 101 Freshman English I	S 8:30–11:00am 3 Credits 281205
Engl 102 Freshman English II	S 11:15am–1:45pm 3 Credits 281421
MGT 130 Introduction to Business	S 11:15am–1:45pm 3 Credits 283147
Math D110 Basic Algebra	S 8:25–11:15am 3 Credits 282440
Music C110 Listening Experience	S 11:15am–1:45pm 3 Credits 283541
Psych E241 Infancy and Childhood Development	S 11:15am–1:45pm 3 Credits 288488
Sociol 342 Aging and Society	S 8:30–11:00am 3 Credits 289205

Graduate Study in Library Science

University of Rhode Island MSLS Courses

By arrangement with the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements of a University of Rhode Island Master's degree in Library Science (MSLS). The University of Rhode Island's Graduate School of Library and Information Studies is an ALA accredited library school.

The MSLS degree requires 36 hours of credit of which 21 hours may be completed in Boston. 15 hours must be completed (usually during the summer) at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in a full degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before obtaining 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about application procedures for the full degree program should contact the Dean's Office, Graduate School of Library and Information Studies, University of Rhode Island, 74 Lower College Road, Kingston, R.I. 02881, telephone (401) 792-2947.

The courses offered at UMass/Boston's Harbor Campus are:

LSC 505
Organization of Library Materials

Introduction to the principles and practice of descriptive and subject cataloging and classification using Sears and LC subject headings and DDC, with an introduction to LC classification. Includes OCLC searching and tagging. Emphasis on books and analogous materials.

Jan 29–May 21, W 6:30–9:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50505-51, Course Fee: $311.00

LSC 540
Library Materials in the Humanities

Library resources in the humanities, including major works, serial publications, and reference and bibliographical materials.
Prerequisite: LSC 504.

Jan 28–May 20, Tu 6:30–9:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50540-51, Course Fee: $311.00

Career training and development

You can take courses from the Auditor's Institute, brush up on your Emergency Service Training, or study in the program on Alcoholism/Chemical Dependency Treatment Services, among many other opportunities. See the special section of non-credit offerings, after page 8.

The Center for Occupational Education

The Center for Occupational Education

UMass/Boston's Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs, as well as courses for regular classroom teachers, special educators, and vocational instructors seeking additional certification as industrial arts teachers. The Center also sponsors courses on special topics for occupational educators, school systems, industry, and labor.

The winter/spring semester for Center-sponsored classes runs from the week of January 27 through the week of May 19 and observes the holiday schedule of the school systems where the classes are given. Registration in advance by mail, with the form in this publication, is strongly advised. Registration after the first class meeting is subject to a $20.00 late fee. No registrations will be accepted after the second class meeting.

For further information about courses or programs offered through the Center for Occupational Education, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Courses Leading to Vocational Approval

These courses are open only to persons holding conditional approval and seeking full approval as vocational instructors from the Division of Occupational Education of the Massachusetts Department of Education.

OccEd 201
Fundamentals of Occupational Education

This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education and the content of federal and state laws pertaining to vocational education, and with the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
M 5:00–7:30pm, 3 Credits, Sched No 284262
Bourne—Upper Cape Cod Regional Technical High School:
W 4:00–6:30pm, 3 Credits, Sched No 284306
Franklin—Tri-County Regional Technical High School:
Tu 4:00–6:30pm, 3 Credits, Sched No 284464
Hanover—South Shore Regional Technical High School:
Tu 5:00–7:30pm, 3 Credits, Sched No 284344
Medford High School: Th 4:00–6:30pm, 3 Credits, Sched No 284382
West Roxbury High School: Tu 5:00–7:30pm, 3 Credits, Sched No 284426

OccEd 202
Management of the Vocational Education Environment

This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management will receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

Beverly—North Shore Regional Technical High School:
M 7:30–10:00pm, 3 Credits, Sched No 284642
Bourne—Upper Cape Cod Regional Technical High School:
W 6:30–9:00pm, 3 Credits, Sched No 284680
Franklin—Tri-County Regional Technical High School:
Tu 6:30–9:00pm, 3 Credits, Sched No 284724
Hanover—South Shore Regional Technical High School:
Tu 7:30–10:00pm, 3 Credits, Sched No 284844
Medford High School: Th 6:30–9:00pm, 3 Credits, Sched No 284762
West Roxbury High School: Tu 7:30–10:00pm, 3 Credits, Sched No 284806

OccEd 203
Teaching Methods in Vocational Education I

This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two-course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 285065
Bourne—Upper Cape Cod Regional Technical High School:
Tu 5:00–7:30pm, 3 Credits, Sched No 285229
Franklin—Tri-County Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 285109
Hanover—South Shore Regional Technical High School:
M 5:00–7:30pm, 3 Credits, Sched No 285147
Medford High School: W 7:30–10:00pm, 3 Credits, Sched No 285027
West Roxbury High School: M 5:00–7:30pm, 3 Credits, Sched No 285185

OccEd 204
Teaching Methods in Vocational Education II

A continuation of OccEd 203.

Beverly—North Shore Regional Technical High School:
Tu 5:00–7:30pm, 3 Credits, Sched No 285407
Bourne—Upper Cape Cod Regional Technical High School:
M 5:00–7:30pm, 3 Credits, Sched No 285527
Franklin—Tri-County Regional Technical High School:
M 5:00–7:30pm, 3 Credits, Sched No 285445
Hanover—South Shore Regional Technical High School:
W 5:00–7:30pm, 3 Credits, Sched No 285565
Medford High School: W 5:00–7:30pm, 3 Credits, Sched No 285572
West Roxbury High School: W 5:00–7:30pm, 3 Credits, Sched No 285483

OccEd 205
Curriculum Development in Occupational Education

This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
Tu 7:30–10:00pm, 3 Credits, Sched No 285743
Bourne—Upper Cape Cod Regional Technical High School:
M 7:30–10:00pm, 3 Credits, Sched No 285825
Franklin—Tri-County Regional Technical High School:
M 7:30–10:00pm, 3 Credits, Sched No 285781
Hanover—South Shore Regional Technical High School:
W 7:30–10:00pm, 3 Credits, Sched No 285907
Medford High School: Tu 5:00–7:30pm, 3 Credits, Sched No 285945
West Roxbury High School: W 7:30–10:00pm, 3 Credits, Sched No 285863

OccEd 206
Supervised Internship

The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student will demonstrate his or her teaching skills under the guidance of a master teacher and will be monitored by his or her college instructor. This course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover—South Shore Regional Technical High School:
Th 5:00–7:30pm, 3 Credits, Sched No 286128
West Roxbury High School: Th 5:00–7:30pm, 3 Credits, Sched No 286166

Courses Leading to Industrial Arts Certification

These courses are open only to persons holding Massachusetts educational certification and seeking additional certification as industrial arts teachers.

Ind Arts 330
Electronics II

This course will introduce the student to the characteristics and applications of semiconductor devices. Topics discussed will include: diodes, Zener diodes, power supplies, transistors, bias arrangements, field effect transistors, unijunction, silicon controlled rectifiers, single stage and R-C coupled audio amplifiers, radio frequency amplifiers, and operational amplifier characteristics and applications. Laboratory experiments and a project executed by each student will reinforce theoretical aspects of the course.
Prerequisites: Ind Arts 210 and 230.

Boston—Hubert Humphrey Occupational Resource Center:
W 3:00–5:30pm, 3 Credits, Sched No 282224

Ind Arts 262
Small Engines

A comprehensive hands-on course covering all aspects of small engine mechanics. Focus is on the theory of small engine mechanics and on tactile skills. Engine types emphasized will be two and four cylinder stroke cycle engines, air and liquid cooled, and gasoline and diesel engines, horsepower range 2–100.
Prerequisite: Ind Arts 210.

Boston—Hubert Humphrey Occupational Resource Center:
W 5:30–8:00pm, 3 Credits, Sched No 282015

Courses Leading to Approval for Vocational Instructors of Students with Special Needs

These courses are open only to persons holding full vocational approval or educational certification from the Massachusetts Department of Education who are seeking approval as vocational instructors of students with special needs.

The following vocational special needs approval courses will be offered at selected locations in eastern Massachusetts during the winter/spring 1986 semester:

- OccEd 502 Vocational Education Programming for Special Needs Students
- OccEd 520 Career/Vocational Assessment and Evaluation for Special Needs Students
- OccEd 534 Instructional Strategies and Programming for Special Needs Students
- OccEd 510 Seminar in Vocational Education for Special Needs Students
- OccEd 598 Practicum in Vocational Special Needs Education I
- OccEd 599 Practicum in Vocational Special Needs Education II

The specific locations will be in school systems centrally located in the northern, southern, and western sections of eastern Massachusetts.

For further information please call or write:
Sumner Rotman, Coordinator of Program Services
Center for Occupational Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Registration for Credit Courses

Registration in advance by mail or telephone is the preferred method for enrolling in continuing education classes. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Advance Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7933. Verification of your registration will be sent to you.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the course schedule. Walk-In Registration will take place at the Continuing Education Office at the Harbor Campus (Wheatley Hall, Second Floor, Room 203) during the following times:

M–Th 9:00am–5:00pm, F, 9:00am–4:00pm

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar" on page 2).

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office. Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described in "Refunds" under "Fees and Payments."

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Late Registration

Late registration will take place at each UMass/Boston location, on or off campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about Continuing Education courses, please call 956-1000.

Fees and Payments; General Information

Course and Service Fees

Undergraduate Course Fee	$54.00 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:
Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:
The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:
Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, Second Floor; M–F, 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor *course fee* waivers and remission of *course fees* for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $54.00 per undergraduate credit and $67.50 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. *Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full.* Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: *the policy is not retroactive.* Vietnam-era veterans are eligible for *course fee* waivers under the following conditions:

1. They must be matriculated in a program leading to a degree or certificate.
2. They must not have used their *course fee* waiver for more than 130 credits.
3. If they did not enter service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veterans' Affairs Office.

Senior citizens are eligible for a *waiver of all fees* upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Full-time state employees are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission).

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Lab Fees

Lab fees must be paid for certain courses, as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration if one is not on file in the Bursar's Office. Students are reminded that they are liable for all courses and service fees in the event that the sponsoring agency does not provide payment.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from both credit and non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities which require the payment of additional fees. From January 21 to January 31, cards may be obtained at the Harbor Campus through the I.D. Office (Wheatley Hall, Fourth Floor, Room 118) during the following hours: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–7:00pm; Friday, 10:00am–1:00pm; 2:00–4:00pm. During the rest of the semester, the hours are: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–6:00pm. The charge is $2.00. Special arrangements will be made for students attending Saturday classes at the Downtown Center to obtain I.D. cards at the beginning of the semester.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From January 27 to February 8, the hours will be: Monday–Thursday, 8:30am–7:00pm; Friday, 8:30am–5:00pm; Saturday, 9:00am–1:00pm. During the rest of the semester the hours will be Monday–Thursday, 8:30am–6:00pm; Friday, 8:30am–5:00pm. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations.

For more information. . .

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang-Crumlin at 956-1000.

University of Massachusetts at Boston

Division of

Continuing Education

Downtown Center

Harbor Campus

New expanded selection of
Special non-credit courses, workshops, and programs for
Career Training
Professional Development
Personal Enrichment

Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393

Special Non-credit Programs, Winter/Spring 1986

● University of Massachusetts at Boston

The University of Massachusetts at Boston is the urban center of the state's university system, which also includes campuses in Amherst and Worcester. UMass/Boston offers a wide variety of academic programs, both undergraduate and graduate, in areas ranging from the natural sciences to public service. The faculty of the University's three colleges and its professional and graduate programs is distinguished both for scholarly achievement and for dedication to teaching.

● The Division of Continuing Education

UMass/Boston's Division of Continuing Education makes the University's resources available to people who might not otherwise be able to take advantage of them. It extends the University's credit course offerings to community, business, and institutional locations, and also conducts many non-credit courses, workshops, and programs both on and off campus. Continuing Education's non-credit offerings serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Continuing Education's non-credit programs are conducted by University faculty and staff or by other specialists selected by the University for their acknowledged expertise in particular areas. Continuing Education programs maintain the same high standards as all other University programs.

Many non-credit offerings carry Continuing Education Units (CEU's). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEU's are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact the Director at (617) 956-1000.

For more information, call
9 5 6 - 1 0 0 0

Programs for Career Training

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (including a required pre-practicum workshop). Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

Psychopharmacology
Prerequisite: Permission of program director.
Jan 28–May 20, Tu 5:00–7:30pm, Sched No 96569-51, 3 CEU's, Fee: $180.00

Family Alcoholism and Chemical Dependency Treatment
Prerequisite: Permission of program director.
Jan 28–May 20, Tu 7:30–9:30pm, Sched No 96565-51, 3 CEU's, Fee: $180.00

The Use of Alcohol and Other Drugs in Society
Prerequisite: Permission of program director.
Feb 1–May 24, S 11:00am–1:00pm, Sched No 96550-51, 3 CEU's, Fee: $180.00

Counseling the Alcoholic and Other Chemically Dependent Persons
Prerequisite: Permission of program director.
Feb 1–May 24, S 1:00–3:00pm, Sched No 96551-51, 3 CEU's, Fee: $180.00

Organization and Administration of Substance Abuse Treatment Facilities
Prerequisite: Permission of program director.
Feb 1–May 24, S 9:00–11:00am, Sched No 96552-51, 3 CEU's, Fee: $180.00

Pre-Practicum Workshop
Prerequisite: Permission of program director.
By arrgt. with program director, Sched No 96549-51, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation
Prerequisite: Permission of program director.
By arrgt. with program director, First meeting: Saturday, February 1, 9:00am. Sched No 96561-51, Fee: $600.00

All persons wishing to register for course(s) in the Alcoholism/Chemical Dependency Treatment Services program must add a $10.00 registration fee and a $5.00 educational service fee to their registration.

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Service program must obtain the prior approval of Dr. Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from:

Alcoholism/Chemical Dependency Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Emergency Service Training

Basic and Advanced Courses for EMT's

The Emergency Medical Technician (EMT) plays an important role in the emergency medical service system by providing pre-hospital care to victims of sudden illness or injury. UMass/Boston's EMT training course fulfills state requirements for entrance to the state certification examination. Lectures are given by leading specialists in emergency care. In-hospital experience takes place at a trauma center, under the supervision of physicians and nurses. The emphasis throughout the course is on skill development—extensive practice is designed to increase psychomotor skills while reinforcing knowledge gained through assigned readings. Course participants use the latest equipment in our simulated ambulance laboratories and have the benefit of close instructor supervision and videotape analysis of group practice sessions.

Certified EMT's will also find a number of conveniently scheduled advanced courses for their required refresher training and their continuing medical education. All these courses combine lecture, discussion, and extensive practice sessions in simulated emergency situations. EMT's registered for any of these courses can utilize all equipment and practice materials both in and out of class.

Emergency Medical Technician—Basic Training
Jan 27–Apr 15, MTuTh 6:00–9:30pm, Sched No 37210-51, Course Fee: $335.00

Emergency Medical Technician—Ambulance Refresher Course
Mar 4–Mar 20, TuTh 6:00–10:00pm, Sched No 37230-51
May 5–May 21, MW 6:00–10:00pm, Sched No 37230-52
Course Fee: $50.00

Water Rescue
Mar 22–Mar 23, SatSun 8:00am–4:30pm, Sched No 37320-51, 10 CEU's
Course Fee: $45.00

Basic Cardiac Life Support During Transportation
Feb 18–Feb 20, TuTh 6:00–9:30pm & Feb 22, Sat 8:00am–4:30pm, Sched No 37340-51, 10 CEU's
Apr 7–Apr 9, MW 6:00–9:30pm & Apr 12, Sat 8:00am–4:30pm, Sched No 37340-52, 10 CEU's
Course Fee: $45.00

Emergency Vehicle Operation
Apr 8–Apr 24, TuTh 6:30–9:30pm & Apr 19–Apr 20, SatSun 8:00am–4:30pm, Sched No 37310-51, 28 CEU's,
Course Fee: $165.00

Crisis Management: De-Escalation Techniques
Mar 1–Mar 8, Sat 9:00am–4:00pm, Sched No 37120-51, 12 CEU's,
Course Fee: $30.00

EMT Dispatcher
Feb 5–Feb 12, MW 6:30–9:30pm & Feb 15, Sat 8:00am–4:30pm, Sched No 37300-51, 12 CEU's,
Course Fee: $50.00

Defensive Driving
Mar 24–Mar 26, MW 6:00–10:00pm, Sched No 37140-51, 8 CEU's
May 6–May 8, TuTh 6:00–10:00pm, Sched No 37140-52, 8 CEU's
Course Fee: $20.00

Most EMT courses can also be scheduled at other locations. For more information about this or about any other details of the program, please contact:

Office of Emergency Service Training
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1180

Courses for Professional Development

The Auditor's Institute

Established by State Auditor John J. Finnegan and co-sponsored by the Division of Continuing Education and the Massachusetts State Auditor's Office, the Institute is committed to providing persons interested in governmental and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The initial programs offered by the Institute have been created to help remedy financial and managerial weaknesses, as identified by the State Auditor, in the purchase-of-service system used by the Commonwealth.

During the winter/spring 1986 semester the Institute will offer a management development course designed to meet the specific needs of administrators of government human service agencies, principals and members of vendor organizations, and supervisory level auditors. The course will help participating managers to:

- acquire the skills for administering an accounting function in accordance with generally accepted standards and with the State Comptroller's requirements;
- improve their ability to manage contracts;
- understand auditing concepts and procedures;
- make better use of automated systems as these systems relate to the audit process.

Worcester: Mar 4–Apr 15, Tu 8:30am–4:30pm, Sched No 40100-51 Fee: $200.00
Westfield: Apr 29–Jun 10, Tu 8:30am–4:30pm, Sched No 40100-52 Fee: $200.00

Additionally, the Institute will offer a series of topical seminars addressing identified concerns and weaknesses in government management. Through appropriate training, the seminars will offer participants the means to greater efficiency and effectiveness in government.

The Institute welcomes requests for further information concerning its programs as well as suggestions for new offerings. Further information about the Auditor's Institute is available from:

Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Developing Selling Skills

Although it can take a long time before the inexperienced sales person becomes highly productive, it is nevertheless important to be professional from the outset in developing clients and in keeping them satisfied with high-quality products and service. This workshop will introduce the new sales person to ways of becoming productive quickly. It includes the fundamentals of the sales process and exercises for practicing them. Participants will gain sales confidence while implementing these concepts and skills. Major phases of the sales process and problems associated with being a new sales person are addressed:

- the sales process
- prospecting
- opening
- discovering the client's needs
- solving problems
- presenting and closing
- following up for quality service and for establishing trust
- handling objections
- managing time and territory

This workshop is designed for inexperienced sales people who would like to master the fundamentals of selling. Limited to 20 participants.
Mar 5–6, WTh 6:30–9:30pm, Sched No 20950-51, Fee: $65.00

Get More Grants in 1986

A practical workshop/seminar for beginning or experienced grant seekers. This seminar/workshop will help you:

- improve your success rate in winning grants from foundations, corporations and government agencies
- develop your skills in designing successful grant seeking strategies
- gain confidence in your ability to obtain funds
- identify more sources of funding
- use your advocates to approach new sources of funding

May 6–7, TuW 9:00am–5:00pm, Sched No 20700-51, Fee: $295.00

Inexpensive Justice: Using the Small Claims Court

Bad debts are expensive. Here's a way to collect on bad debts, without a lawyer, and save money. Whether you're a businessman, a property owner, a tenant, or a consumer, you are bound to encounter injustices. Overdue accounts, bad checks, faulty merchandise, minor accident claims, and landlord-tenant disputes are all part of life. This teleconference will make participants familiar with the elements of the small claims court process: preparation, presentation, and collection. All relevant aspects of conducting your own small claims case will be presented in a non-technical manner. The workshop will include the videotape documentation of a small claims case from start to finish, and a step-by-step instruction booklet.

Feb 27, Th 1:00–4:30pm, Sched No 70000-51, Fee: $75.00

Multimedia Communications Workshops

The Center for Communications Media offers workshops for working professionals whose responsibilities include public relations, television, and print production. Although they are open to all communications professionals, these workshops are particularly suited to those performing a communications function in a not-for-profit environment. The problem-solving orientation of workshops means that during the sessions participants will develop solutions to on-the-job problems.

A partial list of workshops to be offered includes:

- Television: Entering the Industry
- Video Production: Techniques for Commercial Use
- The Role of the Computer in Media
- Public Sector Media: The Use of Cable and Teleconferencing
- Creating Electronic Music for Slide and Video Presentation
- Print Planning: A Copywriting and Design Lab
- Public Relations Planning in the Public and Private Sector
- The Business of Commercial Illustration

Each one-day workshop will be offered twice during the winter/spring semester. For further information, please call 929-7900.

Save time!

Register now by mail or telephone. See page 4 for details.

Courses for Professional Development (Continued)

Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunication, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network, to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held at UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and international experts who address the subject of the teleconference and answer questions from participants in a twoway, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications.

To obtain detailed information about individual teleconferences, please contact:

Ms. Kathleen FitzPatrick
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7900

Raise the Money You Need Now

This special seminar will show you how to increase private sector funding in order to insure your organization's survival and growth in an environment of financial constraints. You'll begin developing an expertise in needs determination, in opportunity analysis, and in the selection, development, and management of successful fund-raising programs. You'll leave the seminar with some strategies, with a realistic fund-raising plan, and with a budget.

May 8–9, Th 9:00am–5:00pm, F 9:00am–1:00pm, Sched No 20720-51, Fee $275.00

Sports Medicine/Athletic Training Seminar

You'll learn about the assessment, diagnosis, and treatment of common sport and dance injuries. Lectures in anatomy are followed by practical demonstrations of injury assessment and diagnosis. In three afternoon laboratory sessions, you will learn and practice the most common sport tapings and wrappings. Leading sports medicine physicians, trainers, and physical therapists will lecture on surgical techniques, modalities in sports medicine, and the prevention and management of injuries.

Jun 23–Jun 25, MTuW 9:00am–5:00pm, Sched No 77400-61,
For further information, please call 929-7900

Time Management

This workshop will present self-management techniques designed to improve your personal effectiveness. Learn how to acquire more control over your work. Build better systems for handling meetings, correspondence, the telephone, and interruptions, as well as for avoiding crises. Develop methods for setting and prioritizing achievable goals. Build support teams among co-workers and subordinates. Then use the time you've gained, both for the things you should be doing and for the things you want to do.

Apr 8, Tu 6:30–9:30pm, Sched No 20960-51, Fee: $35.00
May 20, Tu 6:30–9:30pm, Sched No 20960-52, Fee: $35.00

Register early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 4 for details.

Courses for Personal Enrichment

American Sign Language

This course introduces beginners to American Sign Language (ASL), the primary language used by American Deaf people. Students will acquire a sign vocabulary, an understanding of basic grammar, and an introduction to Deaf culture. Class sessions will develop expressive and receptive skills. The ability to communicate using ASL can be valuable to people who work with the public, to health care professionals, and to relatives and friends of Deaf individuals.

Feb 11–Apr 17, TuTh 2:30–4:30pm, Sched No 20650-51,
Fee: $75.00

Clinical Application of Isokinetics Workshop

You'll learn both the basic theory and the practical applications of isokinetics using Cybex. Lectures on rehabilitation concepts and team testing will be followed by an afternoon laboratory where you will gain insights into back testing and rehabilitation through the use of Cybex, Fitron, and ramping.

Jun 27, F 9:00am–5:00pm, Sched No 77500-61,
For further information, please call 929-7900.

English as a Second Language for Deaf People

Introducing Deaf students to the basic sentence structures of English, the course focuses on the development of fundamental writing skills including grammar, punctuation, syntax, and mechanics. As part of the course requirements, students will have the opportunity to demonstrate these learned skills through a series of writing tasks. Offered in conjunction with the Gallaudet College Extension Center.

Feb 25–May 8, TuTh 6:30–8:30pm, Sched No 20660-51, Fee: $25.00

Attention: specialists, experts and connoisseurs.

Consultants wanted for teaching assignments offering significant professional exposure in the Boston area. Contact Bob Ryan, UMass/Boston Division of Continuing Education, telephone (617) 929-7900.

Graduate Test Preparation Courses

Developed in conjunction with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of tests for which students are preparing.

Review for the Graduate Record Examination (GRE)

Mar 3–Apr 9, MWTh 6:00–9:00pm, Sched No 10000-51,
Fee: $145.00

Review for the Graduate Management Admission Test (GMAT)

Jan 27–Mar 10, MW 6:00–9:00pm, Sched No 10002-51,
Fee: $145.00

May 20–Jun 12, TuWTh 6:00–9:00pm, Sched No 10002-52,
Fee: $145.00

Review for the Law School Admission Test (LSAT)

Jan 2–Feb 11, TuTh 6:00–9:00pm, Sched No 10001-51,
Fee: $145.00
May 6–Jun 12, TuTh 6:00–9:00pm, Sched No 10001-52,
Fee: $145.00

SAT preparation courses are also being organized by UMass/Boston, at local high schools. Call 929-7900 for further information.

How to Start and Operate a Successful Small Business

This course presents a practical overview of the factors involved in starting and managing a small business. Special attention will be given to legal and financial considerations, to bookkeeping, and to marketing. This course is a must for individuals who contemplate operating their own business, or who have recently established a business and are finding that they need guidance.

Mar 4–Apr 1, Tu 7:00–9:30pm, Sched No 20970-51, Fee: $49.00
Mar 29–Apr 5, Sat 9:00am–1:30pm, Sched No 20970-52,
Fee: $49.00

Inexpensive Justice: Using the Small Claims Court

Bad debts are expensive. Here's a way to collect on bad debts, without a lawyer, and save money. Whether you're a businessman, a property owner, a tenant, or a consumer, you are bound to encounter injustices. Overdue accounts, bad checks, faulty merchandise, minor accident claims, and landlord-tenant disputes are all part of life. This teleconference will make participants familiar with the elements of the small claims court process: preparation, presentation, and collection. All relevant aspects of conducting your own small claims case will be presented in a nontechnical manner. The workshop will include a showing of the videotaped documentation of a small claims case from start to finish, and a step-by-step instruction booklet.

Feb 27, Th 1:00–4:30pm, Sched No 70000-51, Fee: $75.00

Sports Medicine/Athletic Training Seminar

You'll learn about the assessment, diagnosis, and treatment of common sport and dance injuries. Lectures in anatomy are followed by practical demonstrations of injury assessment and diagnosis. In three afternoon laboratory sessions, you will learn and practice the most common sport tapings and wrappings. Leading sports medicine physicians, trainers, and physical therapists will lecture on surgical techniques, modalities in sports medicine, and the prevention and management of injuries.

Jun 23–Jun 25, MTuW 9:00am–5:00pm, Sched No 77400-61,
For further information, please call 929-7900.

Time Management

This workshop will present self-management techniques designed to improve your personal effectiveness. Learn how to acquire more control over your work. Build better systems for handling meetings, correspondence, the telephone, and interruptions, as well as for avoiding crises. Develop methods for setting and prioritizing achievable goals. Build support teams among co-workers and subordinates. Then use the time you've gained, both for the things you should be doing and for the things you want to do.

Apr 8, Tu 6:30–9:30pm, Sched No 20960-51, Fee: $35.00
May 20, Tu 6:30–9:30pm, Sched No 20960-52, Fee: $35.00

Who Has Lived in This House?

Tracing the age and history of a New England house

This three-session workshop provides information on how to determine the approximate age of a house located in the New England area through an examination of its architectural design features and of the materials used in its construction. The Abial Cudworth House in North Scituate, Massachusetts (which has undergone continuous structural renovation since 1810) will be used as a case study. The workshop then explores in depth how local record sources, identical in many cases to those used in genealogical research, can provide a great deal of information about the character, the social milieu, and the life histories of individuals who have lived in the house; and about major milestones in the history of the house itself. Such an exploration of a house's background need not be limited to those structures which have survived for a century or more. There is much of interest to be found, for example, in accounts of the previous owners and the history of homes built in the suburbs during the 1950's.

May 6–May 20, Tu 6:00–8:00pm, Sched No 20980-51, Fee: $27.00

Who Were Your Grandparents?

Searching for ancestors in New England (1630–1930)

This three-session workshop explores ways of organizing and conducting a search for information about your ancestors through the use of private family documents and other sources, and through the great variety of church and public records. Although the primary emphasis is on families who immigrated to New England between 1630 and 1930, those with roots in other regions of the U.S. will find much that is useful and interesting. A New England family with a mixture of Irish immigrant, German immigrant, and 17th century Puritan background will be used as a case study.

Mar 21–Apr 8, Tu 6:00–8:00pm, Sched No 20990-51, Fee: $27.00

Publications Office
86.043/12.85/30M

General Information

Registration

Registration in advance by mail or telephone is the preferred method for enrolling in continuing education classes. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Late Registration

Late registration will take place at the first class meeting. Students registering at this time must pay a $20.00 late registration fee.

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place.

Withdrawals and Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Division of Continuing Education by mail or in person. Notifying the instructor by telephone, or failure to attend class, does not constitute official withdrawal.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Please allow six to eight weeks for the processing of any refund.

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the first class meeting of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building,Second Floor; M–F, 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor *course fee* waivers and remission of *course fees* for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. *Late registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full.* Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: *the policy is not retroactive.*

Senior citizens are eligible for a *waiver of all fees* upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Full-time state employees are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission).

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations.

Registration Form Non-credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ — ___ — ___ Date ___

Name ___
Last First Middle Initial

Address ___
No Street City State Zip

Daytime Phone: ( ) **Date of Birth** ___
Mo Day Year

Course Selections

Sched. No.	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm, Monday through Friday.

Payment $ ___

Late Fee (if applicable) $20.00

Total Payment Enclosed $ ___

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd: Date:

Batch: Bank No:

For Office Use

How to Register

For your convenience, registration for continuing education courses is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $20.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's offices at either the Harbor Campus (Wheatley Hall, Second Floor, Room 203) or the Downtown Center (First Floor, Room 114) during the following times: M-Th, 9:00am–5:00pm; F, 9:00am–4:00pm (Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Administration Building, Second Floor; M-F, 9:00am–3:30pm).

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have further questions, call us at 929-7900.

Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?